

## Senior and Disabled Center Research Guidelines

*The Senior and Disabled Center is committed to the advancement of scientific research through high-quality, ethical studies that contribute to the knowledge base concerning older and disabled adults and their cognitive, psychosocial, and physical well-being. The Center welcomes the opportunity to serve as a resource for researchers sharing this goal and has developed the following guidelines to help ensure the appropriateness of research for Center participants.*

1. The researcher must be affiliated with a recognized educational or research institution (hospital, clinic, college/university, etc.) that supports the Center's philosophy and mission.
2. The study must not involve deception and must maintain the dignity and confidentiality of participants.
3. The researcher must meet with the Center Director in person at least two days in advance of the anticipated date of data collection in order to gain approval for the project, at which time s/he must present:
  - (1) A description of goals and methods for the study
  - (2) A statement of potential benefits to participants (e.g., greater self-awareness, greater understanding of psychological phenomena and the process of scientific study)
  - (3) A statement of potential risks to participants (e.g., loss of privacy, embarrassment, fatigue, frustration, etc.)
  - (4) Copies of all instruments (surveys, interview questions, etc.) to be used
  - (5) Copies of the consent form(s) that study participants will sign, to be kept on file at the Center
  - (6) A description of how Center participants will be recruited for the study (e.g., sign-up sheet on bulletin board, direct approach, etc.)
4. Participant consent forms must contain the following:
  - (1) The institutional affiliation of the researcher
  - (2) Name and contact information for the researcher and his/her supervisor (if applicable)
  - (3) An assurance that study participation is completely voluntary and is being conducted with permission of the Center Director
  - (4) Encouragement for participants to ask questions about the study, and contact information for an individual who can address questions and concerns about the study after its completion

- (5) A full explanation, in easily understandable language, of what participation in the study will involve and how participant data will be used
  - (6) An explanation of what confidentiality means (i.e., that it differs from anonymity) and how the confidentiality of participant data (in paper, electronic, or other form) will be protected
  - (7) An assurance that individuals who change their minds about participating in the study may withdraw at any time and that after the study, participants may also request that their data be withheld or deleted
  - (8) An offer for participants to access study results after analysis has been completed
  - (9) An expression of appreciation for participation in the study
5. If participants are to be videotaped, audiotaped, or photographed, they must sign a separate consent form explaining the data collection process and the measures that will be used to maintain the confidentiality of video, audio, and photographic data.